Volunteer Styleguide - Words, Terms and Names

GSSJC utilizes an internal stylebook, which is a guide on how to spell, format, and use terms and words in our Girl Scout vocabulary. This quick guide includes common terms volunteers may use in their work and is not intended to be a comprehensive guide for all style, spelling, or grammar questions. GSSJC’s Marketing and Communications department also utilizes the Chicago Manual of Style for writing style and merriam-webster.com for the correct spelling of words. Grammar Girl’s books and website are a recommended resource for grammar rules and questions. Have a question not answered here? Email communications@sjgs.org.

Adventurefuls™ (Girl Scout Cookie, first reference in a piece gets the™)
Caramel deLites® (Girl Scout Cookie; first reference in a piece gets the®)
Girl Scout alumna (plural, former female members)
Girl Scout Gold Award (la Medalla de Oro de las Girl Scouts, Girl Scouts’ highest award since 1980; Gold Award on second reference)

Award (no cap, exceptions being the highest awards)
ex: Leader in Action (LiA) award
ex: Girl Scout Bronze Award
Girl Scout Ambassador (grades 11-12, Ambassador second reference, never Ambassador Girl Scout)

Badge (las divisas, no cap)
ex: Philanthropist badge
ex: Thanks badge
Girl Scout Bronze Award (Bronze Award second reference)

Camps
GSSJC camps should be referred to by their full name at all times unless an acceptable second reference is noted. Names always remain in English.
Camp Agnes Arnold (Camp Arnold on second reference)
Camp Camwood
Camp Pryor
Camp Robinwood
Camp Whispering Pines
Camp Wind-A-Mere
Casa Mare
Galveston Bay House
Misty Meadows Ranch
Camp (campamento)
Caramel Chocolate Chip (Girl Scout Cookie, gluten free)
Girl Scout alumna (singular, former female member)

Cookie Program
Closing ceremony (la ceremonia de clausura)
Community (always capitalized when referring to GSSJC Community; lowercase when referring to general community)
ex: Bending Bayou Community

Day camp (el campamento de día)
Fall Product Program

Financial aid (la asistencia financiera)
Fly-up ceremony

Founder’s Day ( Founder Juliette Gordon Low’s birthday, October 31)
Girl Scout Cookie(s) (cookie only capped when it immediately follows Girl Scout)

Girl Scout Cadette (grades 6-8, Cadette on second reference, never Cadette Girl Scout)
Girl Scout Center (el Centro de las Girl Scouts, do not use any other terms when referring to 3110 Southwest Freeway)
Girl Scout mission (la misión de Girl Scouts)

Girl Scout handshake (el saludo de las Girl Scouts)

Girl Scout handshake (el saludo de las Girl Scouts)

Girl Scout Law (the Law on second reference)
Girl Scout Leader’s Day (El Día de la Líder de las Girl Scouts; April 22)

Girl Scout Leadership Experience (GSLE) (La Experiencia de Liderazgo de Girl Scouts)

Girl Scout Promise (the Promise on second reference)

Girl Scout Silver Award (la Medalla de Plata de las Girl Scouts; Silve Award on second reference)
Girl Scout troop
Girl Scout Week (week containing the Girl Scout birthday in March)
Girl Scouting (NEVER use Scouting alone)
Girl Scouts of San Jacinto Council (GSSJC; do not use “the” Girl Scouts of San Jacinto Council)
Girl Scouts of the USA (GSUSA; not the Girl Scouts of the USA, Girl Scouts of the U.S.A., Girl Scouts USA or Girl Scouts of America)
Gold Award Girl Scout (not Gold Award recipient, winner, etc.)
The Golden Link (GSSJC’s member magazine, always italicized)
Goodykoontz Museum of Girl Scout History
Green Starlettes (GSSJC’s drill team)
highest awards (refers to Bronze, Silver and Gold Awards as a group)
Journey(s) (always capped in relation to Girl Scouting) ex: Girl Scout Brownie Journey ex: Leadership Journey
Juliette Gordon Low (founder of Girl Scouts)
leader (las lideres; refers to a troop leader; preferred GSUSA term is volunteer)
Lemonades™ (Girl Scout Cookie; first reference in a piece gets the ™)
lifetime member
Mariners (name for special interest group that sails at Casa Mare)
multi-level troop nonprofit
not-for-profit
participation patches (los prendedores de participación)
patch (no cap) ex: Fun patch
Peanut Butter Patties® (Girl Scout Cookie; first reference in a piece gets the ®)
Peanut Butter Sandwiches (Girl Scout Cookie)
Program Aide (la ayudante del programa)
Program Place for Girls (Program Place on second reference only, always use in English)
Region (always capitalized when referring to a GSSJC Region)
resident camp (campamento de residencia)
s’mores
Safety Activity Checkpoints
Shortbread (Girl Scout Cookie)
SPURS (Super People Using Riding Skills; name for equitation special interest group that meets at Misty Meadows Ranch)
STARS (Scouts Trained as Riding Staff; name for equitation special interest group that meets at Camp Pryor)
SWAPS (Special Whatchamacallits Affectionately Pinned Somewhere)
Take Action project
Thin Mints® (Girl Scout Cookie; first reference in a piece gets the ®)
Toast-Yay!™ (Girl Scout Cookie; first reference in a piece gets the ™)
Trefoil
troop (la tropa; lowercase except when used as part of a proper noun, such as Girl Scout Daisy Troop 10067, Brownie Troop 564; also Girl Scout troop)
Volunteer Appreciation Week (the week that includes April 22)
Volunteer Essentials
World Association of Girl Guides and Girl Scouts (WAGGGS)
World Centers (Our Cabaña, Our Chalet, Pax Lodge, Sangam)
World Thinking Day (February 22)